

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1590311

Vendor Name: IACRAO - IL Assoc of Collegiate Registrars and Admission

Check Details:

Check Number: 0340412

Check Amount: \$ 645.00

Check Date: 6/24/2025

Invoice Details:

Invoice Number: P0018095

Invoice Date: 6/17/2025

PO Number: P0018095

Voucher Number: V0891118

Document Type: AP Invoice

Document Below

Purchase Order

Purchase Order #: P0018095

Order Total: 645.00 USD



IACRAO - IL Assoc of Collegiate Registrars and Admission

Date: 06/17/2025
Transaction #: 4594427
Authorized By: Kellen Fitzpatrick

Requested By: Laura Ebbola
Requester Email: ebbola@cod.edu
Phone: 630-942-3022

Supplier Address:
IACRAO - IL Assoc of Collegiate Registrars and Admission
IACRAO South Suburban College
15800 S State St
South Holland, Illinois 60473
United States
Attn:
Phone:

Ship To:
College of DuPage
College of DuPage Shipping & Receiving
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: Laura Ebbola
Phone: 630-942-2238

Bill To:
College of DuPage
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
United States
Attn: invoicing@cod.edu
Phone: 630-942-2228

Order Comments:

Line #	Item #	Description	UOM	QTY	Unit Price	Line Total
1		IACRAO Membership Renewal 2025-2026 IL Assoc. of Collegiate Registrars & Admissions Officers	Each	1	645.00 USD	645.00 USD
Ship To Attn: Laura Ebbola		MFG/Provider: Annual Membership Invoice #1298				

Subtotal: 645.00 USD
Tax: 0.00 USD
S & H: 0.00 USD
Order Total: 645.00 USD

General Terms

PLEASE NOTE: ALL SHIPMENTS ARE REQUIRED TO BE DELIVERED TO WAREHOUSE SERVICES. FAILURE TO COMPLY WILL JEOPARDIZE OR DELAY THE PAYMENT PROCESS.

EXCEPTIONS WITH PRIOR APPROVAL BY PROCUREMENT SERVICES WILL PRINT ON THE P.O.

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices in PDF format. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu with **only one PDF document per email**. For questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer weekly. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under a separate cover that outlines the set-up instructions, your log-in, and your temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once a month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.

9. All shipments are accepted subject to inspection and approval by the College of DuPage.

10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.

11. Suppliers are required to comply with executive orders 11246, and 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.

12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics.

13. This Agreement is the entire agreement between the College of DuPage ("Customer") (including Customer's employees and other End Users) and Vendor ("Seller") unless specifically indicated and supported by previously mutually approved terms. In the event that Seller enters into terms of use agreements or other agreements, policies, or understandings, whether on Seller's purchase order, website, electronic, click-through, verbal or in writing, with Customer's employees or other End Users, such agreements shall be null, void and without effect, and the terms of this Agreement shall apply. The customer will not be bound to any other terms and conditions set forth in any documents, agreements, or policies posted on the Seller's website unless such terms and conditions are also set forth in this Agreement. Seller may not unilaterally change any term or condition of this Agreement.

Powered By: ESM Solutions.

"Ebbole, Lori" <ebbolel@cod.edu>

FW: College of DuPage - PO #P0018095

"Ebbole, Lori" <ebbolel@cod.edu>

Wed, Jun 18, 2025 at 03:10 PM UTC

CC: Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>, Invoicing <invoicing@cod.edu>

BCC:

Hello Geoff,

Can you please confirm receipt to invoicing@cod.edu

Lori Ebbole

Office Coordinator, Records Services

College of DuPage

425 Fawell Blvd. | SRC 2150 | Glen Ellyn, IL 60137

630-942-3022 | ebbolel@cod.edu

From: Fitzpatrick, Kellen <fitzpatrickk286@cod.edu>

Sent: Tuesday, June 17, 2025 12:13 PM

To: twhitted@ssc.edu

Cc: Ebbole, Lori <ebbolel@cod.edu>

Subject: College of DuPage - PO #P0018095

Dear Vendor,

Attached is a College of DuPage (COD) Purchase Order for processing.

Please review the attached **Purchase Order** and **confirm receipt** to the **Requester** who is copied on this email.

Please work directly with them to ensure this order is processed accordingly.

SHIPPING & RECEIVING

College of DuPage requests **all packages** include the **Purchase Order Number** for each shipment.

All deliveries should be sent to:

College of DuPage Shipping & Receiving

425 Fawell Blvd.

Glen Ellyn, IL 60137

SUMMER HOURS: CLOSED FRIDAYS JUNE 6, 2025, THROUGH AUGUST 8, 2025.

WAREHOUSE HOURS FOR DELIVERIES: MONDAY-THURSDAY 7:00 A.M.-4:30 P.M. CST.

Shipping & Receiving Questions should be directed to the COD Warehouse at: 630-942-2550

INVOICE QUESTIONS (Procurement Services does not process payments)

Invoice Questions should be directed to the Accounts Payable department at acctpay@cod.edu or 630-942-2228

Please submit all invoices directly to our Accounts Payable Department. Invoices must be sent in **PDF format** to invoicing@cod.edu **to ensure proper approval routing and expedited payments.**

Submission of Invoices Instructions

- Invoices must clearly indicate Purchase Order Number on the invoice.
- Invoices must be submitted electronically in PDF format only.
- One PDF per email allowed.
- **One invoice per e-mail is required.**

The College of DuPage is making considerable efforts to move towards a more efficient and streamlined process for our vendor payments. For safe, efficient, and faster processing of payments, we encourage our vendors to sign up to receive ACH payments through our secured website free of charge. ACH or Automated Clearing House is an electronic network for processing transactions. Once payments have been approved, they are directly deposited into vendor's accounts the following business day.

Please submit requests to purchasing@cod.edu

Thank you!

Procurement Services

Purchasing@cod.edu

2 attachments

IACRAO Invoice 25-26.pdf

P0018095.pdf